

## SANDEEP. M. SHIGVAN

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### CAREER OBJECTIVE

To obtain a position as an enterprising member of the Human Resources team that will utilize my experience, knowledge, and skills to fulfill the needs, goals, vision and mission of the organization.

### PROFESSIONAL SYNOPSIS

- ❖ Having 12+ years of experience in the field of Human Resource Management.
- ❖ Hands on experience of Generalist HR specializing in Payroll Management, Performance Appraisal, Attendance management, Leave Management, On boarding & Joining Formalities, HRIS / HRMS Management, Off-Boarding & Exit Formalities, Full & Final Settlement, Employee Engagement, Statutory Compliance, HR Operations.
- ❖ Ability to support and sustain a positive work environment that fosters team performance; possess proactive attitude.

### AREAS OF EXPERTISE

- ❖ Payroll management, Attendance & Leave Management, Performance management.
- ❖ Statutory Compliance
- ❖ Background verification
- ❖ Off-Boarding & Exit Formalities Full & Final Settlement
- ❖ Software –Cnergyis, Time Mate, Pay Care, Ascent, Keka, Spine, Greythr.

### CAREER GRAPH

- ❖ **Manager-Payroll Compliance & Taxation** – Fintoo, Andheri March,2023 to Till Date.
- ❖ **Senior Associate** – FYND (Shopsense Retail Technologies Ltd.), Andheri May ,2022 to March, 2023.
- ❖ **Payroll Officer** – Human Resources, Indian Hume Pipe Co. Ltd, Fort, February 2020 to April 2022.
- ❖ **Officer Business Partner** – Human Resources, India bulls Housing Finance Ltd. Elphinstone, November 2017 to Feb 2020.
- ❖ **Jr. Officer** – Human Resources, ADFC Pvt Ltd, Andheri, June 2013 to July 2017.

### CORE FUNCTIONAL RESPONSIBILITIES

- ❖ **Payroll / Attendance (Time Office) / Leave Management:**
  - Maintained & managed Attendance of max 25000 employees.
  - Generated payroll of 25000 employees (HRMS).
  - Overall processing of payroll including finalization of salary sheet.
  - Processing Full and Final settlements for employees.
  - Leave Management of all employees.
  - Preparing Salary Summary and sharing with Account Team on monthly basis.
  - Handling Overtime.
  - Preparing all Salary related reports and sharing with Accounts Department.
  - Resolving all the salary related queries of all employees.
  - Coordination in Salary processing with the payroll agency and Accounts team.
  - Experience in implementing HR Policies and making timely changes as needed. <sup>2</sup> Preparation of Organization Structure and Hierarchy Matrix
- ❖ **Performance Management System:**
  - Responsible for execution (including discussions with HOD's on normalization) of performance appraisal of employees.
  - Post finalization of revised CTC, preparing the Revision/Increment/Promotion letter and handing over to HODs.
  - Sharing the revised salary input with account team as per guidelines.

❖ **Joining formalities:**

- Maintaining & updating the Personal Records of all employees.
- Screening the educational & professional certificates.
- Preparation of appointment letter.
- Opening salary account of new employees.
- Pre & Post Joining formalities for single or bulk joinees.
- Preparing salary structure, offer & appointment letters for new joinees.
- Explain company policies, rules & regulations. Facilitating for Leave, LWP, Transfer, Compensations related issues.
- Maintain Salary file of employees including breakup.
- Responsible for tracking the completion of the probationary period and initiating the confirmation process; issuing confirmation Letters to the eligible employees.
- Coordination with Health Insurance Company in terms of addition & deletion of new joinee (Monthly activity).
- Miscellaneous activity i.e. (MIS report, Monthly PPT, Salary Report)

❖ **Statutory Compliance:**

- Facilitating PF, Gratuity, MLWF, etc. of the employees Consulting & guiding employees on EPF and ESIC.
- ❏ Monthly PF, ESIC & PT Challans.
- Coordination with PF consultant for all the PF related activity.

❖ **Employee Engagement:**

- Active team player in handling the employee engagement activities.
- Monthly birthday bash for the staff, birthday mailers, new-joiner welcome mailers.
- Prepare & process payment for company welfare policy i.e. monthly food coupon, festival cloths, and educational expenses for children.

❖ **Exit Formalities:**

- Handling all exit interviews, ensuring smooth transition of employees, issuance of relieving and service letters. Preparing Full & Final settlement of the Resigned Employees & other exit formalities.

❖ **Others:**

- Monitored and controlled discipline and absenteeism issues; taken disciplinary Actions - Show Cause & Warning Letter Memo.

## ACADEMIC

- ❖ *B. Com from Thakur College of Science and Commerce, Kandivali (W), Mumbai University in 2011.*
- ❖ *H.S.C. from Shankar Narayan College of Commerce & Science, Bhayander (E) (Maharashtra State Board) in 2008*
- ❖ *S.S.C. from St. Francis High School, Bhayander (E), (Maharashtra State Board) in 2006.*